



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
500TH MILITARY INTELLIGENCE BRIGADE  
SCHOFIELD BARRACKS, HI 96857

IAPD-CDR

16 June 2006

MEMORANDUM FOR Soldiers of the 500<sup>th</sup> Military Intelligence Brigade

SUBJECT: Equal Opportunity (EO) Complaint Procedures

1. The policy of the Army is to provide equal opportunity and treatment for all Soldiers and their family members without regard to race, color, religion, gender or national origin. Individuals who have EO complaints are encouraged to utilize their chain of command in an effort to resolve the complaint at the lowest level. Although using the chain of command is strongly encouraged, it is not the only channel available. Should you feel uncomfortable in filing a complaint with your chain of command, or if the complaint is against a member of the chain of command, other agencies are available (next higher echelon in the chain of command, EOA, IG, Chaplain, PMO/CID, SJA, Medical agencies, Housing Referral Office).

2. Complaints can be filed in one of two ways:

a. **Informal complaint:** An informal complaint is any complaint that an individual does not wish to file in writing. An informal complaint is not subject to a time suspense nor is it reportable. However, an informal complaint will be taken as seriously as a formal complaint and will be handled as soon as possible. While maintenance of confidentiality is desirable, it will be neither guaranteed nor promised to the complainant by commanders and or agencies other than a chaplain or lawyer.

b. **Formal complaint:** A formal complaint is one that a complainant files in writing and swears to the accuracy of the information. Complaints will be filed within 60 days (commander's option to accept after 60 days) of any incident of alleged discrimination or sexual harassment. The complainant should file his or her complaint with the commander at the lowest echelon of command at which the complainant may be assured of receiving a thorough, expeditious and unbiased investigation of allegations. The commander/agency accepts or refers complaints to the appropriate agency and acts upon them within 3 calendar days. A commissioned officer must administer an oath to the complainant on DA 7279-R. Upon receipt of a formal complaint, the commander will either conduct an investigation personally or immediately appoint an investigating officer under the provisions of AR 15-6 (Procedures for Investigation Officers and Boards of Officers). All inquiries will be completed within 14 calendar days. If an extension is required or granted (not to exceed 30 calendar days), then a request will be made through the

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appropriate extension authority. The complainant and/or subject(s) of the complaint have seven calendar days to appeal in writing to the next higher commander if he or she is dissatisfied with the investigation results or actions taken. However, only the findings of a complaint can be appealed, not the corrective actions taken, if any. The Brigade's Equal Opportunity Advisor will follow up on all formal complaints with 30-45 calendar days.

3. Commanders will ensure that Soldiers are given the opportunity to present grievances without fear of reprisal, intimidation or other adverse consequences. If a Soldier or family member is threatened or subjected to reprisal or retaliation, they may report such acts of reprisal or threats to the appropriate chain of command.

4. Soldiers and family members of the 500<sup>th</sup> MI Brigade can obtain more information regarding filing EO complaints from their unit EO Representative or the Brigade EO Advisor.

On Point in the Pacific!

A handwritten signature in dark ink, appearing to read 'H R L' with a stylized flourish at the end.

STEVEN R. GROVE  
COL, MI  
Commanding